

Town of East Windsor  
Capital Improvement Planning Committee  
Minutes Wednesday, January 20, 2010

I. TIME AND PLACE OF MEETING

Ms. Menard called meeting to order Wednesday, January 20, 2010 at the East Windsor Town Hall at 5:00 p.m.

II. COMMITTEE MEMBERS

III. ATTENDANCE

Denise Menard, First Selectman

Catherine Cabral, Treasurer

Len Norton

Joseph Pellegrini

Kathleen Pippin

Al Rodrigue

Mark Simmons

Blaine Simpkins

John. L. Burnham

Unable to attend: Marie DeSousa

IV. PUBLIC PARTICIPATION - None

V. APPROVAL OF SPECIAL MEETING MINUTES

A. January 4, 2010

**MOTION: To approve the special meeting minutes of January 4, 2010,**

**Made by Mr. Norton, seconded by Mr. Burnham**

**ALL MEMBERS IN FAVOR. MOTION CARRIED**

VI. NEW BUSINESS

A. Review and discuss Capital Improvement rankings for FY2010

Ms. Menard distributed the chart with the collective members ranking of projects presented. The ranking went from 1 to 5 (1 being the highest priority and 5 being the lowest priority). A copy of the Plan with the collective rankings by the Committee is attached hereto.

To start the committee took the projects ranked from 20 and under and added the total cost of those projects for FYE 2011.

The committee discussed the offsetting costs for CIP, which include \$75,000 from LOCIP – state reimbursed monies for chip sealing and the WPCA offset of \$350,000 for CIP. Ms. Menard explained this offset as the town pays the WPCA debt service for sewers so WPCA gives as an offset \$350,000 toward CIP. This \$350,000 will not be available next year as that debt service will be paid.

Town of East Windsor  
Capital Improvement Planning Committee  
Minutes Wednesday, January 20, 2010

The committee discussed at length how to present the Plan to the Board of Finance. The committee discussed presenting the recommendation within a specific dollar or presenting a percentage which represents those projects ranked by the committee.

The Committee discussed the infrastructure of the town and the damage done if the infrastructure is under-funded; including the effect on the emergency funds big ticket items need repair or replacement.

Ms. Pippin, as Board of Finance representative, noted the Board is interested in seeing the budget revenues to see what there is to work with. Ms. Menard noted that the revenues which will help, this year, contribute to CIP are the \$75,000 for LOCIP and \$350,000 from WPCA, as explained above. Ms. Pippin thought the percentage presentation would be the way to present it.

The Treasurer understood the idea of setting a policy of a percentage of the budget dedicated to CIP but she felt it was important for the CIP also to determine how that percentage should be funded. If they want to say the percentage of the budget coupled with a source of revenue. There is some interest on monies have – it is low enough that cannot contribute to fund projects. In good times the percentage is higher – in bad times the amount is lower. LOCIP can fund chip seal every, but next year there are no WPCA funds and there needs to be another way to supplement that.

C&R unassigned is the emergencies for emergencies, maybe the interest on that could go to CIP. Ms. Cabral noted there has to be a source to fund CIP. There may be other LOCIP qualifying projects with monies to spend. Those funds can be assigned to a project – currently it is less than \$20,000.

The WPCA still collects monies, but now they will use for their projects. Once debt goes away, per statute, the monies go back to WPCA,

The thought to give a percentage would also help as BOF who has not had the benefit of the CIP project presentations. The idea of a separate account to fund the CIP, similar to contingency II for salaries was mentioned.

It was inquired why some of the highway projects are in the CIP and not the regular budget. Ms. Cabral indicated that the original criteria for LOCIP reimbursement included that the project had to be a capital project. Also past history of the police replacement vehicles in the police regular budget inflated that regular budget so those items are in CIP in a replacement schedule. It was questioned if police vehicles had to be three this year – can it be two this year? It was reminded of the savings on the back door if police vehicles are put on the town side while they are still usable. The necessity of the boiler replacement and the savings that will be seen once it is replaced was discussed.

Town of East Windsor  
Capital Improvement Planning Committee  
Minutes Wednesday, January 20, 2010

Ms. Pippin mentioned a scenario 2 or 3 years ago where cameras at the Town Garage were needed and there was monies left over from the fire detection system which cost half of budgeted amount. The department head requested to use other half to put up cameras for security and was told he could not. To see a department head go to length to get the job done and see it shot down it is frustrating.

It was expressed that some residents have expressed that some residents are budgeting for increase as town cannot continue down the path. And the town feeling that these projects need to be done and many residents are saying they do not mind paying taxes. It was also noted that it is a common feeling that all taxpayers should be paying taxes and get delinquent dollars paid. The Tax Collector has a push to get these paid.

The consensus was to present to the BOF a CIP that is approximately 2% of the budget. This would fund some things in need, not everything and no one wish list. The Committee will stick with 2% number and present the projects that equal the 2%, but note that \$350,000 WPCA offsets as well as \$75,000 offset LOCIP reimbursement, at end need 2% presentation but because of reimbursement the impact is down to 1%. The Committee wants to fight hard for the 2% and show 1% paid for with reimbursements and asking for 1% - that way sets the bar at 2% the next year. Build it that way – make it a reasoning to fund the program.

The committee looked at those lowest ranked items (15 and below) as well to get a feel for what projects would be funded if the finance board only let the town use reimbursement monies to fund the CIP. They will be able to present and ask for 2% - and if have to prioritize a second level the contingency plan they will go to those items ranked 11/12/13.

The next meeting will be held at the library – it is most probably that only one more meeting is necessary and the Webster Bank representative will be present.

VII. ADJOURNMENT

**MOTION: To adjourn at 6:19 p.m.**

**Made by Mr. Rodrigue, seconded by Mr. Simmons**

**ALL MEMBERS IN FAVOR. MOTION CARRIED**

Respectfully submitted,

Cynthia D. Croxford  
Recording Secretary